



# UR STUDENT SYSTEM

## Instructors

August 2019



# Agenda

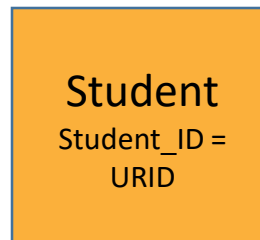
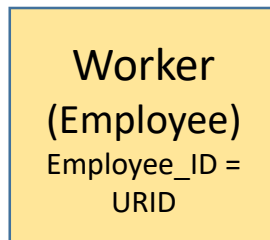
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- Instructors Overview
- Academic Appointment
- Instructor Eligibility
- Adding instructors to course sections
- Grading delegation

# UR Student – Instructors

## ■ Instructors can be established from:

- Workers – UR Employees that are integrated to UR Financials
  - All paid employees, excluding employees of UPMC affiliate hospitals and student workers; beginning in 2015. Employees prior to that date are not in the system
- Students
- Affiliates – created when an instructor is neither a paid employee nor a student
  - Instructor paid through a grant
  - Emeritus instructor (emeritus status prior to 2015)
  - Affiliates have '(Affiliate)' after their name in the system
  - A number of affiliates will be created to support our data conversion for instructors who left UR prior to the 2015 start date for UR Financials
  - *Affiliates can be created if a new instructor needs to be attached to a course prior to their start date at the University. Once they are hired, the Employee and the Affiliate will be related as the data flows into UR Financials from the HRMS system*



# UR Student – Instructors

- In order to assign an instructor to a course section in UR Student, the instructor must have
  - 1) An Academic Appointment – defined at the UR level; a placeholder
  - 2) Instructor Eligibility in the academic unit identified as the Inventory Owner for the course section
    - Arts, Sciences & Engineering, Warner – sections are owned at the department level
    - ESM, EIOH, SMD-Grad, Simon, ECMS – sections are owned at the school level

2

Instructor Eligibility (Course Inventory Owner Level)

1

Academic Appointment (UR Level)

Worker  
(Employee)  
Employee\_ID =  
URID



Student  
Student\_ID =  
URID

Affiliate  
Affiliate\_ID =  
URID

# UR Student – Instructors

## ■ Academic Appointment

- Required in Workday, but really part of their HRMS system
- We will define at the UR level with default values in all fields; we will not implement the academic model in Workday as part of the UR Student program
- One per instructor; start date must be earlier than the start date of the course section to which the instructor is assigned

**Academic Appointment**  

Academic Appointment 07/01/1989: Instructor - Instructor - Physics and Astronomy

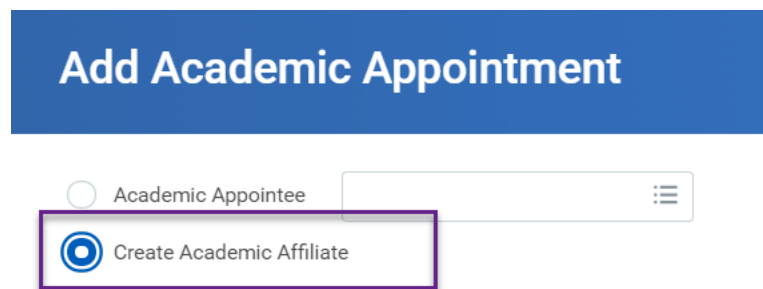
Appointment Details Additional Information

Academic Worker	Frank Wolfs
Identifier	Instructor - Instructor
Track Type	Instructor -> Instructor
Academic Unit	Physics and Astronomy
Title	Instructor
Track Start Date	07/01/1989
Appointment Start Date	07/01/1989
Roster Percent	0.00%
Overall Status	Successfully Completed

# UR Student – Instructors

## ■ Academic Appointment, cont.

- An Affiliate can be created from the Add Academic Appointment task using the Create Academic Affiliate radio button
- Name, date of birth and contact details (telephone and email) should be recorded for the instructor. Social Security Number is also helpful for the identity resolution process
- The task will route to the UR Student security administrator to request a URID/NETID for the affiliate if necessary and complete the setup for the affiliate in the system
- When the instructor starts on campus, the HRMS/IdM system will send a Hire record to UR Student and the affiliate will be updated to reflect the existence of the employee record in the system; any appointment and eligibility information will be shared automatically



The screenshot shows a web interface for adding an academic appointment. At the top is a blue header bar with the text "Add Academic Appointment" in white. Below this is a form with two radio buttons. The first radio button is unselected and is labeled "Academic Appointee". The second radio button is selected (indicated by a blue dot) and is labeled "Create Academic Affiliate". This second option is highlighted with a purple rectangular border. To the right of the radio buttons is a text input field and a menu icon (three horizontal lines).

# UR Student – Instructors

## ■ Instructor Eligibility

- Grants access to a course section
- Must be established for all academic units in which an instructor may teach
  - The system will allow for more detailed eligibility on subjects, delivery modes, course tags, etc., but we will not use those at go live
- Data conversion will establish eligibility based on courses to which the instructor was assigned in the SIS
  - If the instructor taught a course in the SIS, that course section's inventory owner will be included in the instructor's eligibility
- Academic Unit
  - Department level for AS&E, Warner
  - School level for all others
- For information about instructor eligibility on cross lists, please refer to the Course Cross List foundational document

### View Instructor Eligibility

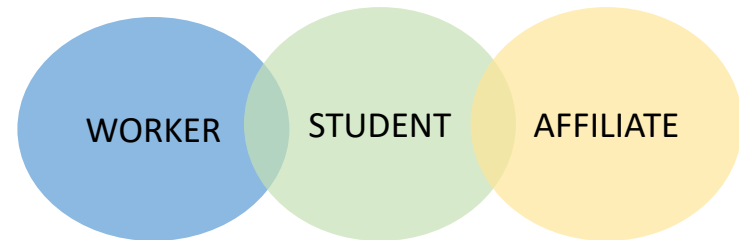
Academic Appointee [Frank Wolffs](#)

11 items

Effective Date	No Eligibility	Academic Unit
01/01/2018		<a href="#">Simon Business School</a>
		<a href="#">Institute of Optics</a>
		<a href="#">College of Arts, Sciences and Engineering</a>
		<a href="#">Physics and Astronomy</a>

# UR Student – Instructors

- An individual person can exist in more than one role
  - A UR employee who is taking classes
  - A UR employee who is an instructor but also participates in an ensemble at ECMS
  - A UR staff member who teaches a course at Warner or Simon
  - A UR student who is subsequently hired by the University after graduation
  - A UR graduate student who is working as a teaching assistant or a primary instructor
  - A UR undergraduate student who is serving as a teaching assistant for a course
  - An instructor who was assigned to courses before his start date and is then officially hired and entered into the HRMS system
- An instructor is either an employee (Worker), student or neither
  - An instructor that doesn't have an existing relationship with the University will need to be setup as an "affiliate"
- More information is provided in the Person Model foundational document





# UR Student – Adding Instructors to Course Sections

- Once instructor eligibility has been granted for an academic unit (school or department), the instructor can be added to any course section where the Course Inventory Owner aligns with that eligibility (one time setup per school/department)
  - Department Level – AS&E and Warner
  - School Level – all others
- When you edit the course section definition, only eligible instructors will be selectable
- Only roles designated as Published Instructor Roles on the course section can be seen by students in Find Sections

**Instructor Roles** 1 item

Role	Instructor
	search
	<input type="checkbox"/> Brent Johnson
	<input type="checkbox"/> Gerald Gamm
	<input type="checkbox"/> Mark Dumic (Affiliate)

**Section Components** 0 items

Meeting Pattern	Location
No Data	

# UR Student – Adding Instructors to Course Sections

- An instructor role must be also be assigned. Valid roles include
  - Instructor – converted from Instructor 1 in ISIS
  - Instructor Additional – converted from Instructor 2 in ISIS
  - Teaching Assistant
  - Delegated Grader
- An instructors access to the course is controlled by the instructor role
  - Instructor and Instructor Additional can view the course roster and enter and submit interim and final grades (grades are automatically approved for these instructor roles)
  - Teaching Assistants and Delegated Graders can view the course roster and enter and submit grades, but those grades will require approval by an instructor
  - Students can only see their grades once they are approved
- Instructors can only view course sections to which they are assigned

The screenshot displays the 'Published Instructor Roles' section of the UR Student interface. On the left, there is a form with fields for 'Total Contact Hours for Course Section' (set to 0), 'Delivery Mode', and 'Instructor Roles' (set to 1). A dropdown menu is open, showing four options: 'Grader', 'Instructor', 'Instructor Additional', and 'Teaching Assistant'. A red box highlights the 'Grader' option. To the right, a 'Published Instructor Roles' panel lists three roles: 'Instructor', 'Instructor Additional', and 'Teaching Assistant', each with a minus sign icon. Below this panel, a table shows the 'Instructor' role assigned to a course section.

Instructor

*Note: Grader is being renamed to Delegated Grader*

# UR Student – Instructor Role Summary

Instructor Role	Converted From?	Defaulted at Conversion as a Published Instructor Role?	Instructor Role Can Enter and Submit Grades on a course roster?	Instructor Role can Approve Grades (are now visible to students)?
Instructor	ISIS Instructor #1	Yes	Yes	Yes – occurs automatically when submitted
Instructor – Additional	ISIS Instructor #2	Yes	Yes	Yes – occurs automatically when submitted
Teaching Assistant	<i>Not converted</i>	No	Yes	No – instructor must approve
Delegated Grader	<i>Not converted</i>	No	Yes	No – instructor must approve